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ABSTRACT

This collection development policy serves as a guide for the selection and retention of depository government documents by the Government Publications Unit of the Kennedy Memorial Library of Eastern Washington University (EWU) in Cheney, Washington. The library selects approximately 65 percent of the depository items distributed by the U.S. Government Printing Office. All items in the basic collection of the "Federal Depository Library Manual" are selected. Special emphasis is given to selecting documents in fields of interest to the university community, including biology, business, education, health, and urban and regional planning. Coverage concentrates on the most recent 5 years, documents in English, and documents relevant to the northwestern United States. Selection and weeding decisions are made with knowledge of the scope of other depository collections in the region, with the most important criteria for the weeding of materials being usage. Three appendixes provide information on the demographics of EWU students, the fifth congressional district of Washington, and selection criteria. (MDM)

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# Collection Development Policy
# Federal Government Publications
# at
# Eastern Washington University Libraries

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## Introduction

Eastern Washington University is a regional co-educational undergraduate and graduate institution. Eastern Washington University was first established as an academy in 1882. In 1889, The Academy became the State Normal School of Cheney. Later in 1937, the Normal School was deemed Eastern Washington College of Education. In 1961 after a growth in size and academic programs, the school was renamed Eastern Washington State College. In response to the broadening curriculum and professional programs at the College, the name was finally changed in 1977 to Eastern Washington University. The campus of Eastern Washington University is located in Cheney, Washington. Facilities are also located in Spokane, Washington, approximately sixteen miles northeast of Cheney.

John F. Kennedy Memorial Library serves the students, faculty and staff of Eastern Washington University and surrounding communities in both Cheney and Spokane. The Government Publications Unit of the Kennedy Memorial Library was designated a federal depository in 1966, making it the third depository in its congressional district.

The purpose of this document is to serve as a guide for selection and retention of depository documents. The goal of this document is to ensure that selection efforts will result in a collection which is consistent with the overall role of the Libraries' collections:

> The role of the EWU Libraries' collections is to advance the academic mission of the university by providing for the information needs of the Eastern Washington University educational programs. Also, the library is to serve as a community resource and reservoir of regional history and culture by working with other libraries to offer programs and services that increase educational access for residents in the region.[1]

Collection development decisions will also comply with the requirements in the *Instructions to Depository Libraries*, *Guidelines for the Depository Library System*, and the *Federal Depository Library Manual*.

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1. *Collection Development Policy for the EWU Libraries*, Appendix B, 1989.



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Community Served

The government documents collection aims to meet the instructional needs of the students, the teaching and research needs of the faculty, the information needs of the constituents of the fifth U.S. Congressional District of Washington State. Detailed analysis of the students and academic programs at Eastern Washington University is provided in Appendix A. Detailed analysis of the community of the fifth U.S. Congressional District is provided in Appendix B. All collection development decisions, including both selection and weeding, are made within the context of these communities.

Collection Development Responsibility

Primary responsibility for the development of the collection will be shared between the Reference/Government Documents Librarian and the Serials/Government Documents Librarian. Both Documents Librarians are responsible for identifying items for selection and those to be weeded. They also identify for purchase commercially published sources to support the collection. The Serials Librarian is responsible for overseeing the processing of the selection and weeding of materials.

The Reference Librarian and the Serials Librarian will request participation and advice from library faculty and college faculty from pertinent departments during the decision making process. All library faculty and college faculty may make recommendations for selection and weeding. All policy changes in the areas of selection and weeding will seek advice from the Collection Development Group of Eastern Washington University Libraries and the college faculty from pertinent departments prior to implementation.

Selection

*Subject Area* - The library selects approximately sixty-five percent of the depository items distributed by the Government Printing Office. A zero-based collection review is implemented at the time of the annual item selection update cycle. All items listed in the "Basic Collection" of the *Federal Depository Library Manual* are selected. In addition, items are chosen from the "Suggested Core Collection" in the *Federal Depository Library Manual*. Collection development decisions in specific subject areas are derived from the information needs of the community. Areas of major subject emphasis include: biology, business, education, health, and urban & regional planning. Due to the composition of the fifth Congressional District and curriculum needs, select publications in the areas of agriculture, land management, forestry, ecology, and geology are also selected. Specific intensity levels for each subject area is provided in Appendix C.

Acquisition of non-depository items will occur on a regular basis. Non-depository items include ERIC documents, GPO non-depository material, publications from NTIS, publications from regional agencies, and publications from commercial sources such as

the Congressional Information Service or the Congressional Quarterly.

*Format* - The format of material will not dictate selection of publication. A document unworthy of selecting in print will not be selected in microfiche. When multiple formats are available for selected documents, a selection decision will be made title by title. Criteria used during the process of choosing a format include accessibility and ease of use, space availability, and preservation. The library is fully equipped to select print, microfiche, map, and electronic publications. In general, forms other than those from the Internal Revenue Service are not selected.

*Language* - In accordance with the demographic characteristics of the community, documents are primarily selected in English.

*Geographical Coverage* - Extensive series will be restricted on the basis of geography to Western States. All documents pertaining specifically to Washington, Oregon, Idaho, and Montana are selected.

*Chronological Coverage* - Coverage will primarily concentrate on the most current five years. However, retrospective collections are kept for documents in the following areas: Census, Congress, Smithsonian Institute, education, labor, world wars, Korean conflict, and the Vietnam conflict. Other retrospective collections will be provided for recurring assignments in academic courses. Documents of regional interests are retained.

Collection Arrangement

All government publications are accessible to the public during all hours of operation. Locations of publications are indicated to the user through the Online Catalog and through dummy books. The majority of the collection is shelved in one easy to find consistent sequence in an openly visible location. This collection, separate from the main collection, is shelved by SuDoc number on the lower level of the library. These documents can circulate to users with a valid library card. The microfiche collection is also located in this area. Reader/printers are located directly next to the collection for ease of use.

The three other locations for government documents include the Reference Room, the Map Room, and Special Collections. Specific documents are shelved in the reference collection by SuDoc number on the main floor. Access to government CD-ROMs and Internet sites is available through computers located in the reference department. Many indexes to government publications, such as the *Monthly Catalog of U.S. Government Publications* (print and GPO on FirstSearch), CIS Indexes, *American Statistics Index*, and PAIS (CD-ROM), are also available on the main floor. The Map Room for government documents, equipped with proper storage facilities and large tables, is located on the lower level of the library. Special Collections, also located on the lower level, houses

nineteenth century documents, especially those pertaining to the Pacific Northwest.

Assistance with Collection

Reference assistance with government documents is provided at the Reference Desk on the main floor of the library. In addition, location and equipment assistance is available from the Service Desk on the lower floor of the library, conveniently located near the Government Documents Collection. All reference librarians assist users with the documents collection. In addition, user guides on government information are on permanent display and are available to the public.

Selection Tools

The major selection tools include the *List of Classes of U.S. Government Publications*, the *Federal Depository Library Manual* (collection recommendation portions), *Publications Reference File*, the *U.S. Government Manual*, and GPO *Subject Bibliographies*.

GPO on FirstSearch (*Monthly Catalog* from July 1976 to the present) and curriculum course listings will be consulted during the selection process. Commercial publications such as *Guide to Popular U.S. Government Publications*, *Guide to U.S. Government Publications*, *Subject Guide to U.S. Government Reference Sources*, and "Notable Documents" issue of the *Library journal* will also be consulted. In addition, planned circulation studies will be used to identify areas for selection. Studies include data on documents being checked out as well as documents being reshelved.

Resource Sharing

Selection and weeding decisions are made with knowledge of the scope of other depository collections in the region. Spokane County Union of Documents Librarians (SCUDL) is comprised of librarians from Eastern Washington University, Gonzaga University, Spokane Public Library, U.S. Courts Library, Washington State University and the University of Idaho. A cooperative item selection list has been produced by SCUDL.

Eastern Washington University strongly subscribes to the notion of interlibrary loan. The Library cooperates with other libraries in lending government documents from the collection. By participating in GOVDOC-L and the electronic Washington Depository Libraries mailing list, the Reference/Government Documents Librarian is able to gain knowledge about other depository collections in order to make more informed collection development decisions.

Weeding

The rationale for the development of a systematic weeding policy is to ensure that 1) the entire collection (not just sections) receive equal attention throughout the year, 2) the most efficient and cost-effective procedure is in place, 3) the library faculty, campus, and community at large have a clear understanding of reasons behind the weeding of specific documents, 4) useful government documents do not get weeded by mistake, 5) the collection, by eliminating unused ephemeral material, is easier to use by the community, and 6) adequate space remains for incoming government documents.

The depository collection will undergo weeding as an ongoing process. Weeding will comply with the guidelines in the *Instructions to Depository Libraries*. The specific procedures for weeding can be found in the Procedures Section of the *Document Manual for Eastern Washington University Libraries*.

Weeding Criteria

The most important criterion for the weeding of materials is use. Use is determined by evidence from reference questions, circulation/in-house use studies, and interlibrary loan requests. Materials after the five-year retention period that are not used nor are expected to be used will be weeded. The use criterion also applies to superseded materials included in the *Superseded List*. Recommended superseded documents not to be weeded include: *Weekly Compilation of Presidential Documents*, the *U.S. Government Manual*, and specific annuals and statistical publications.

Materials that the community uses or is expected to use will not be weeded. Recommended documents not to be weeded after their five-year retention period include: the *Congressional Record*, congressional hearings (exceptions include nomination or budget/appropriation hearings with little public interest), legislative branch publications (including the *Serial Set* and laws), documents specific to the Pacific Northwest, patent materials, select periodicals (including those indexed in standard reference sources and those with statistical information), and statistical publications and agency reports from those concentrated areas specified in Appendix C. Collection areas with intensity levels of "research" or "comprehensive" will be developed retrospectively for heavily used documents. Commission reports on topics once in the news or/and of local or historical interest will be retained. After consultation with the University Archivist, the transfer of select historical documents to Special Collections may take place for those documents that require a more secure preservation environment.

Other criteria for weeding include duplication, superseded editions and replacement by another format. Caution should be taken with the last criterion. It must be confirmed before weeding that the "other format" is as complete and as easily accessible to the community as the original format. This is particularly important in terms of Internet

access. Before weeding locally held documents available over the Internet, it must be ascertained that the site provides free access to information that is easy to retrieve. In addition, it must be determined whether the Internet site adequately archives the information, especially for documents of importance to the Pacific Northwest. Lastly, criteria for weeding include currency of information, physical condition of the documents, and accessibility of information through resource sharing. Worn documents will be evaluated for replacement or withdrawal.

Similar to the selection process, the format of material will not dictate the weeding of the publication. A document unworthy of keeping will not be kept merely because it was selected in microfiche format. If multiple formats of the same document exist, the criterion of ease of use will dictate which will remain. Those documents not in English, thereby not matching community profiles, will be weeded after the five year retention period.

## Conclusion

The collection development policy will be evaluated every year. As more and more documents are accessible through the Internet, selection and retention policies and procedures must be seriously reevaluated. Review of changes in curriculum, community profiles, usage patterns, and document availability for selection will be undertaken in order to most effectively meet the information needs of the clientele served by Eastern Washington University Libraries.

## Sources Consulted

*Collection Development Policy for the EWU Libraries*, 1989.

Piscitelli, Amiee. *Federal Documents Collection Development Policy*, 1995.

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## APPENDIX A

Eastern Washington University is primarily a four-year undergraduate institution with several professional and masters programs.

### CHARACTERISTICS OF STUDENTS AT EWU (1995-96)

Total number of students - 7,589[1]

Undergraduate Students - 6,326
Graduate Students - 705
Unclassified Students - 558

Students from:

| | |
|---|---|
| Washington | 6,873 |
| Other U.S. States | 415 |
| Foreign Countries | 301 |

Student Composition

| | |
|---|---|
| Black | 134 students |
| Native American | 177 students |
| Asian | 212 students |
| White | 7,066 students |

Hispanic Origin 280 students

Age

| | |
|---|---|
| Median | 23 |
| Mean | 26 |

ROTC 56 participating students

Source: *EWU Quarterly Deans' Reports, October 5, 1996.* Office of the Registrar.

Graduate degree programs at EWU

Master of Arts (College Instruction, English, History, Interdisciplinary, and Music)
Master of Business Administration
Master of Education
Master of Fine Arts (Creative Writing)
Master of Nursing
Master of Physical Therapy
Master of Public Administration
Master of Science (Biology, College Instruction, Communication Disorders, Communications, Computer Science, Geology, Interdisciplinary, Mathematics, Psychology, and Applied Psychology)
Master of Social Work
Master of Urban and Regional Planning

Source: *Eastern Washington University Graduate Catalog, 1995-1996*

[1] Includes on campus, off campus, and on-off campus students at the undergraduate and graduate level.

## Declared Majors at Eastern Washington University

| School | Declared Major | | No. of Students |
|---|---|---|---|
| Arts, Letters, and Social Sciences | English | | 301 |
| | Psychology | | 153 |
| | Social Sciences[2] | | 144 |
| | Social Work | | 132 |
| | General Studies | | 132 |
| | Government & International Affairs | | 111 |
| | Criminal Justice | | 97 |
| | Communications | | 78 |
| | Music | | 73 |
| | History | | 68 |
| | Radio & Television | | 57 |
| | Modern Languages & Literature | | 55 |
| | Art | | 53 |
| | Sociology | | 45 |
| | Other[1] | | 137 |
| | SUBTOTAL | | 1636 |
| Business | Business Administration[4] | 451 | |
| | Urban & Regional Planning | | 56 |
| | Public Administration | | 52 |
| | Health Services Administration | | 38 |
| | Management Info. Systems | | 26 |
| | SUBTOTAL | | 623 |
| Education & Human Development | Education | | 410 |
| | P.E., Health & Recreation | | 362 |
| | Applied Psychology | | 323 |
| | SUBTOTAL | | 1095 |
| Mathematics, Science, & Technology | Biology[5] | 376 | |
| | Mathematics | | 123 |
| | Technology | | 99 |
| | Communication Disorders | | 88 |
| | Dental Hygiene | | 83 |
| | Chemistry | | 66 |
| | Physical Therapy | | 60 |
| | Computer Science[6] | | 48 |
| | Other[7] | | 86 |
| | SUBTOTAL | | 1029 |
| Nursing | Nursing[8] | 6 | |

Source: *EWU Quarterly Deans' Reports, October 5, 1996.* Office of the Registrar.

[2] Elementary or secondary education levels.

[1] Anthropology, earth science, geography, humanities, interdisciplinary, journalism, philosophy, and theater.

[4] Also 351 pre-majors and 354 interested students.

[5] Also 225 interested students.

[6] Also 155 pre-majors and 32 interested students.

[7] Geology, natural science, and physics.

[8] Also 22 pre-majors and 76 interested students.

**APPENDIX B**

## DEMOGRAPHIC CHARACTERISTICS OF CONGRESSIONAL DISTRICT 5 -STATE OF WASHINGTON

| | | | |
|---|---|---|---|
| Population | 540,865 | | |
| Residence | | | |
| Urban | 71% | Inside Urbanized Area | 72% |
| | | Outside Urbanized Area | 28% |
| Rural | 29% | Farm | 8% |
| | | Nonfarm | 92% |

Race

93.3% White
1.2% Black
1.8% Native American, Eskimo, or Aleut
1.8% Asian or Pacific Islander
1.9% Other

Hispanic Origin 3.2%

| | | | |
|---|---|---|---|
| Language (5 yrs. or older) | | | |
| Speak a language other than English | 5.9% | | |
| Spanish | 2.2% | | |
| Asian/Pac. Isl. Language | 1% | | |
| Do not speak English very well | 2.2% | | |
| Education (25 yrs. or older) | | | |
| H.S. Graduate or Higher | 83% | | |
| B.A. or Higher | 20.3% | | |
| Median Family Income (1989) | $31,003 | | |
| Occupation (16 yrs. or older) | | Class of Worker | |
| Manag/Prof. | 26.2% | Private Wage/Salary | 72% |
| Tech/Sales/Admin. | 31% | Government | 19% |
| Service | 15.5% | Self-Employed | 8.5% |
| Farming | 4.3% | Unpaid Family | .5% |
| Craft/Repair | 9.8% | | |
| Operator/Laborer | 13.2% | | |

Source: *1990 Census of Population and Housing.* Summary Tape Files 1D and 3D.

General Description: Cheney, incorporated in 1883, is located approximately 20 miles southwest of Spokane, which was incorporated in 1881. The major industries in Cheney include electronics & computer equipment and a flour mill. *Cheney Free Press*, a weekly newspaper, is also produced in Cheney. Industry in Spokane is diverse with a variety of industries in areas such as: food, textiles & apparel, wood products, agricultural chemicals, construction, drugs, aluminum, industrial & commercial machinery, electronic & computer equipment, and air craft and boat building. Spokane has a high concentration of hospitals/health care facilities. The *Spokesman-Review*, a daily newspaper, is produced in Spokane. Cheney and Spokane are surrounded with pine-covered lands to the southeast and wheat fields to the northwest.

Sources: *Inland Northwest Manufacturers Guide*. Spokane, WA: Spokane Area Economic Development Council, 1993.

*This is Cheney*. Cheney: Chamber of Commerce, 1968.

## SELECTED CHARACTERISTICS OF CHENEY AND SPOKANE

| | Cheney | Spokane |
|---|---|---|
| Population[1] | 8,240 | 188,800 |
| Race | 87.4% White | 93.3% White |
| | 1.7% Black | 1.9% Black |
| | 1.6% Native American[2] | 2% Native American |
| | 7.7% Asian/Pac. Isl. | 2.1% Asian/Pac. Isl. |
| | 1.6% Other | .7% Other |
| Hispanic Origin | 3.1% | 2.1% |
| Median Age | 22.8 | 33.4 |
| Language (5 yrs. or older) | | |
| Speak only English | 92% | 95% |
| Speak a language other then English | 8% | 5% |
| Do not speak English very well | 1.8% | .8% |

[1] Population estimate for April 1, 1995.

[2] Includes Native Americans, Eskimos, and Aleutians

| | | |
|---|---|---|
| Education (25 yrs. or older) | | |
| H.S. Graduate or Higher | 92% | 83% |
| B.A. or Higher | 37% | 21% |
| Median Family Income (1989) | $29,278 | $28,778 |
| Occupation | | |
| Mang/Prof. | 35.2% | 27% |
| Tech/Sales/Admin. | 30.4% | 33.6% |
| Service | 19.3% | 17.1% |
| Farming | 1.7% | 1% |
| Craft/Repair | 5% | 8.9% |
| Operator/Laborer | 8.4% | 12.4% |

Sources: *1995 Population Trends for Washington State*. Olympia, WA: Forecasting Division of the Office of Financial Management, 1995.

*1990 Census of Population and Housing*. Summary Tape Files 1A and 3A.

**APPENDIX C**

Intensity Levels

1 - Minimal Level (Selected documents complement the needs of the reference department.)
2 - Basic Information Level (Selected documents from approximately twenty to thirty percent of available publications in the subject area. Primarily limited selection of handbooks, annuals, monographic series, and periodicals.)
3 - Study Level ( Selected documents from approximately one half to three-quarters of available publications in the subject area. Strong correlation between curriculum concentration and selection.)
4 - Research Level (Significant selection from approximately eighty to ninety percent of available publications in the subject area. Selection to meet both university and general community needs.)
5 - Comprehensive Level (Selection of all available publications.)

| *SUBJECT* | *AGENCY/DEPARTMENT* | *LEVEL* | *PUBLICATION TYPE* |
|---|---|---|---|
| Agriculture | Dept. of Agriculture (A) Census Bureau (C 3.31) Farm Credit Admin. (FCA) Congressional Committees (Y 4.AG) | 4 | Reports, Handbooks, Manuals, Guides, Hearings & Stat. Pubs. Concentration on Western States. |
| Applied Psychology | National Institutes (Mental Health/Drug Abuse/Alcohol Abuse) (HE20) National Institute of Child Health & Dev. (HE 20.33) Congressional Commissions (Y 3.C 43, Y 3.D 63) | 5 | Research Reports. |
| Art | Fine Arts Commission (FA) National Found. on the Arts & Humanities (NF) Smithsonian Institute (SI) | 5 | Reports, Grant Guidelines, Handbooks, and Manuals. |
| Biology | NOAA (C 55) National Marine/Ocean Services (C 55.300) | 4 | General Pubs., Manuals, Technical Reports, Stat. Pubs., and Periodicals |
| Business | U.S. Travel/Tourism Admin. (C 47) In'l Trade Admin. (C 61) Fed. Trade Commission (FT) GAO (GA) National Inst. Of Occupational Safety & Health (HE 20.7) Interstate Commerce Commission (IC) Labor Dept. (L) Personnel Management Office (PM) Small Business Admin. (SBA) SEC (SE) Treasury Dept. (T) Congressional Commissions (Y 3.C, Y 3.EM, Y 3.EQ) Congressional Committees (Y 4.B, Y 4.SM) | 4 | Annual Reports, Stat. Pubs, Manuals, Hearings, and Survey Data Specific to Western States. |
| Criminal Justice | Justice Dept. (J) Congressional Commissions (Y 3.SE) Congressional Committees (Y 4.J89) | 4 | Reports, General Pubs from Specific Justice Bureaus, Stat. Pubs, Bulletins, Handbooks, Manuals, & Guides. |
| Defense/Military | Arms Control & Disarmament Agency (AC 1.) Defense Dept. (D) Congressional Committees (Y 4.AR, Y 4.SE) | 2 | Annuals, Bibliographies, Reports, Stat. Pubs., Hearings, and Periodicals. Retrospective Selection for Korean Conflict, Vietnam Conflict, World Wars. |
| Dental Hygiene | National Institute of Dental Research (HE 20.3401) | 1 | General Pubs., Handbooks, Manuals, & Guides. |
| Economics | Dept. Of Commerce (C 1.) Census Bureau (C 3.) Economic | 4 | Stat. Pubs., Reports, Handbooks, Manuals, Guides, |

| | | | |
|---|---|---|---|
| | Development Administration (C 46) Economic Analysis Bureau (C 59) Federal Reserve (FR) Int'l Trade Commission (ITC) Labor Dept. (L) National Credit Union Admin. (NCU) U.S. Trade Rep. (PREX 9) Congressional Commissions (Y 3.EX, Y 3.F) Congressional Committees (Y 4.C, Y 4.EC, Y 4.L) | | Hearings, and Survey Data Specific to Western States. |
| Education | Dept. of Education (ED) Head Start Bureau (HE 23.1100) Nat'l Lib. Service for the Blind & Physically Handicapped (LC 19) Congressional Commissions (Y 3.ED, Y 3.IN, Y 3.L) Congressional Councils (Y 3.B49, Y 3.IN2/10) Congressional Committees (Y 4.ED) | 5 | Stat. Pubs., Reports, Hearings, and General Publications. |
| Environmental Studies | National Marine/Ocean Services (C 55) EPA (EP) Dept. of Interior (I) Fish & Wildlife Service (I 49) Land Management Bureau (I 53) Council of Envir. Quality (PREX 14) Congressional Committees (Y 4.P 96) | 5 | Reports, Rules & Laws, Handbooks, Manuals, Guides, Hearings, and Maps Specific to Western States. |
| Geography /Anthropology | National Weather Service/Meteorological Center (C 55) Indian Affairs Bureau (I 20) Smithsonian Institute (SI) Congressional Committees (Y 4.IN) | 5 | Monographic Studies, Reports, General Publications, and Hearings. |
| Geology | Geological Survey (I 19) Mines Bureau (I 28) Surface Mining Reclamation & Enforcement Office (I 71) Congressional Commissions (Y 3.M) | 4 | Catalogs, Indexes, Stat. Pubs., and Maps. Concentration on Western States. |
| Government | Justice Dept. (J) President of the U.S. (PR) Executive Office of the Pres. (PREX) VP of the U.S. (PRVP) Congress (X, Y) Congressional Commissions (Y 3) Congressional Committees (Y 4.F, Y 4.G, Y 4.H, Y 4.ST) | 4 | Reports, General Publications from Specific Justice Bureaus, Stat. Pubs., Bulletins, Handbooks, Manuals, Guides, and Hearings. |
| Health Services Administration | Aging Admin (HE 1.10) Social Security Admin (HE 3 & SSA) Public Health Service (HE 20) Cntr. For Health Care Technology (HE 20.2) FDA (HE 20.4) National Center for Health Statistics (HE 20.6) Health Care Policy & Research Agency (HE 20.65) Health Care Financing Admin. (HE 22) | 4 | Bulletins, Handbooks, Manuals, Guides, Reports, and Stat. Pubs. |
| History | NARA (AE 1.) Military History Center (D 114.) Congressional Commissions (Y 3.H, Y 3.P38) | 3 | Bibliographies, Guides, and Reports. |
| Humanities - General | Library of Congress (LC) National Foundation on the Arts & the Humanities (NF) | 3 | Grant Guidelines, Handbooks, Manuals, and Guidebooks. |
| International Affairs | CIA (PREX 3) FBIS (PREX 7.10) State Dept. (S) Congressional Commissions (Y 3.J, Y 3.N, Y 3.P) Congressional Committees (Y 4.F, Y 4.IN, Y 4.SE) | 5 | Daily Reports, General Publications, Directories, Background Notes, Laws, and Hearings. |
| Legal Information (U.S.) | Federal Register Office (AE 2.) Patent & Trademark Office (C 21) FCC (CC) Judiciary (JU) Congress (Y) | 5 | Regulations, Laws, Handbooks, Manuals, and Guides. |
| Nursing & Health | Health & Human Services Dept. (HE) NIH (HE 20.3) | 4 | General Pubs., Manuals, Reports, and Data Inventories. |

| | | | |
|---|---|---|---|
| | National Institutes on Specific Topics (HE) National Library of Medicine (HE 20.36) Center for Disease Control (HE 20.7) Health Bureaus (HE 20.9) Congressional Commissions (Y 3.AD) | | |
| Physical Education, Health & Recreation | Public Health Service (HE 20) President's Council on Physical Fitness & Sports (HE 20.10) | 4 | Newsletters, General Publications, Handbooks, Manuals, and Guides. |
| Physics | Energy Dept. (E) NASA (NAS) National Air & Space Museum (SI 9.2) Congressional Committees (Y 4.EN, Y 4.Sci2) | 2 | Guides, Rules, Annual Reports, and Hearings. |
| Science - General | National Science Foundation (NS) Congressional Committees (Y 4.SCI) | 5 | Grant Guidelines, Stat. Pubs, Reports, and Hearings. |
| Social Sciences - General | Census Bureau (C 3.) Civil Rights Commission (CR) National Center for Health Statistics (HE 20.6) Community Relations Service (J 23) | 4 | Stat. Pubs. and Reports. Concentration on Western States. |
| Social Work | Aging Admin (HE 1.10) Social Security Admin (HE 3 & SSA) Substance Abuse/Mental Health Services Admin. (HE 20.4) National Institutes & Bureaus (Mental Health/Abuses) (HE 20.8 & He 23.) Congressional Commissions (Y 3.Ac, Y 3.Ap, Y 3.H75) Congressional Committees (Y 4.AG) | 4 | Periodicals, Reports, Stat. Pubs., and Hearings. |
| Technology | Nat'l Inst. of Standards & Tech. (C 13.) NTIS (C 51) Nat'l Telecommunications & Info. Admin. (C 60) NASA (NAS) Council for Science, Eng. & Tech. (PREX 8) Transportation Dept. (TD) Congressional Commissions (Y 3.T) Congressional Committees (Y 4.T) | 3 | Handbooks, Reports, and Hearings. |
| Urban & Regional Planning | Census Bureau (C 3) Housing & Urban Dev. (HH) National Park Service (I29) | 4 | Reports, Maps, Monographic Series (Specific to Western States), Stat. Pubs, Reports, and General Publications. |
| ********** | ********** | ***** | ********** |
| General | Federal Emergency Management Agency (FEM) General Services Admin. (GS) USIA (IA) U.S. Postal Service (P) Veterans Affairs Dept (VA) | 1 | Concentration on Pacific Northwest Region. |
| Collection Maintenance | Gov. Printing Office (GPO) Library of Congress (LC) Joint Committee on Printing (Y 4.P 93) | 5 | Bibliographies, Manuals, Rules, and Instructions. |



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